

CLOSING /RELOCATING/OPENING A PATIENT CARE UNIT

This policy provides the process for closing, relocating and opening a Patient Care Unit (PCU). A separate policy exists for weekend or holiday closings.

The process for closing, relocating, and opening a PCU may or may not be carried out in the order that is typed below. Much of it is contingent on the completion of other steps and the individual style of each Hospital Administrative Officer (HAO).

To close a PCU, prior approval is required from the Clinical Center Office of the Director (CCOD), Office of Facility Management (OFM), and the Clinical Director.

Once a unit has been approved for closure, a new “home” for patients and staff is located by collaboration of the CCOD and the Nursing Department (ND). A closing date is determined, and the relocation process begins.

Opening a PCU usually occurs when a unit is ready to be occupied after construction has been completed and an occupancy permit has been issued by OFM.

A PCU that has not been renovated is referred to as a “swing unit” (open and ready to use). Contact the Clinical Center Maintenance Unit (CCMU) for any repairs to units that have not been renovated. Contact the Project Officer for newly renovated PCUs when there is a need for repairs or incomplete work (PCU under warranty for one year).

For each of these procedures, allow enough time to notify appropriate departments to schedule services, order items, and to organize and coordinate the entire job. All services need to happen simultaneously to make the procedure go as smoothly as possible for the staff and patients.

PROCEDURE FOR CLOSING A PCU:

- Send general notice/e-mail to all CC Departments and appropriate institutes.
- Meet with the Head Nurse (HN) to determine items to be **surplused**, items to be **stored**, and items to be **moved**.
- Tag everything according to these three categories.
- Give Materials Management (MM) (B1N238; 301-496-4661) a list of items to be moved, and they will contact the movers.

- Give list of items to be surplused to the Property Office (B1N238; 301-496-4661).
- Enter a DELPRO telephone request to remove telephone cables, telephone sets, fax lines, and computer lines. A Telephone Specialist will be assigned (See policy "Request for New telephones or for Repairs," in section **Building: Requests**).
- Contact Information Systems (301-496-7946) to request removal of MIS terminals and printers.
- Submit Key/Lock request to remove cylinders from doors.
- Enter DELPRO work request for removal of small equipment, bulletin boards, art, etc., from the walls (see policy "Construction/Repair Work Request," in section **Building: Requests**).
- Enter purchase request for removing draperies, miniblinds, and cubicles (see policy "Preparing Purchase Requests for Equipment and Services," in section **General Office**).
- Enter a purchase request to the vendor, A-Com, to remove the Nurse Call System and turn parts over to CCMU for storage.
- Request Locksmith, MIS Office (for MIS terminals), or HAO to unlock equipment.
- Notify Housekeeping (301-496-2417) to remove trash from the vacated unit.
- Walk through the unit for a final check to assure that the above steps have been completed.

PROCEDURE FOR RELOCATING A PCU:

- Send general notice/e-mail to all Departments in the CC and appropriate institutes.
- Meet with the HN to determine items to be **surplused**, items to be **stored** and items to be **moved**.
- Tag everything according to these three categories.
- Give MM (B1N238; 301-496-4661) a list of items to be moved, and they will contact the movers.
- Enter a DELPRO telephone request to relocate telephone lines, fax lines, WATTS line, computer lines, remove telephone sets and to request Specialist to survey area (see policy "Request for New Telephones or for Repairs", in section on **Building: Requests**)
- Enter a DELPRO telephone request for any new services.
- Contact Information Systems to request additional MIS terminals and printers and request Technician to survey area (Jim Oseth, 10/2C290; 301-496-7905, e-mail: jimo@cc.nih.gov).
- Submit Key/Lock Request (NIH-2138) to Locksmith to request keys to the swing unit and offices. Submit all names and room numbers and cylinder changes (see policy "Key/Lock Request," in section **Building:Requests**).

- Enter a DELPRO work request for removal and installation of small equipment (see policy “Installation of Equipment/Misc.,” in section **Installation**).
- Enter purchase request for removing, installing draperies, miniblinds and cubicles (see policy “Installation of Cubicle Curtains and Window Treatments,” in section **Installation**).
- Have CCMU check the following:
 - the Nurse Call System before new occupants arrive
 - compatibility of Hill-Rom beds with Nurse Call
 - vacuum and oxygen valves
 - all lighting and replace bulbs if necessary
 - Emergency Assist Alarm (emergency call alarm to other units)
- Have Biomedical Engineering and Property Management (BEPM) check function of beds and upgrade if necessary, and do the same for any other equipment.
- Notify Locksmith, MIS Office (for MIS Terminals), vendor, or HAO to unlock and resecure equipment (see policies “Key/Lock Request,” in section **Building: Requests**, and “Securing Equipment on Patient Care Units,” in section **Installation**).
- Notify Housekeeping (301-496-2417) to remove trash from the vacated unit.
- Have Housekeeping prepare the swing unit for new occupants.
- Walk through the swing unit to assure all of the above steps have been completed.
- Contact Telephone Specialist with date and time to forward telephone lines.

PROCEDURE FOR OPENING A PCU:

This procedure lists what needs to be completed in the final stages of opening a newly renovated unit. Start notifying departments (see Attachment) and placing orders at least three months in advance of the tentative opening date. Check with departments periodically to make sure all departments are prepared for the opening.

- Submit Key/Lock Request (NIH-2138) to Locksmith to request key to the unit and offices. Submit all names and room numbers (see policy “Key/Lock Request,” in section **Building: Requests**).
- Enter a DELPRO work request for installing equipment, bulletin boards, art (see policy “Installation of Equipment/Misc.,” in section **Installation**).
- Contact vendor(s) for installation of drapes, cubicles and miniblinds (see policy “Installation of Cubicles and Curtains and Window Treatments,” in section **Installation**).
- Contact A-Com contractor to submit Certificate of Completion for the Nurse Call system.
- Verify with Telephone Specialist that all lines are in accordance with the electrical floor plans.

- Check placement and telephone number for red emergency telephone.
- HAO to meet with Telephone Specialist and HN to discuss the placement of telephone numbers on the telephone sets and the offices in which they will go.
- Verify that computer lines, fax lines, WATTS line, and any new services requested have been installed
- Verify with the MIS technician that all lines are in and all MIS terminals and printers are in place according to electrical floor plans.
- Contact Art Director to install any equipment, paper towel dispensers, bulletin boards, art, etc., before unit is occupied (see policy " Installation of Miscellaneous Items and Small Equipment," in section **Installation**).
- Walk though with Project Officer, Contractor, Deputy Chief, OFM, HN, and HAO to write up punch-list (incomplete work). Punch-list items must be completed before PCU opens.
- Contact CCMU to sanitize ice machine and to check overall systems on the unit.

When all work is completed satisfactorily:

- Send general notice/e-mail to all CC Departments and appropriate institutes.
- Give MM a list of items to be retrieved from storage, including a list of purchase order numbers for new items.
- Have MM schedule contract movers to uncrate and set up rooms.
- Contact vendors to install any furniture orders.
- Notify Housekeeping to prepare the unit for new occupants.
- Walk through the unit for a final check to assure all of the above steps have been completed.
- Contact Telephone Specialist with date and time to forward telephone.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director